



**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
8725 JOHN J. KINGMAN ROAD, SUITE 4950  
FORT BELVOIR, VIRGINIA 22060-6222

SEP 10 2003

MEMORANDUM FOR ALL FAS SITES

FROM: DESC-DC

SUBJECT: FAS Computer Replacement

1. Requests for additional or replacement computers must be initiated through the DESC Help Desk. The help desk can be reached via email ([helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil)), telephone (COMM: 1-800-446-4950 or DSN: 697-6733/34/35/36/37/38), or through the DESC web page (<http://www.desc.dla.mil/Static/FASSupport/Default.asp>).

2. DESC policy is to only replace older systems that are inoperative, out of warranty and uneconomical to repair, or unable to sustain the software required by FAS or the LAN that supports the system. Justification for replacement or additional computers must be accompanied with a lay down of all computers currently supported by FAS at your location. Once the help desk receives and validates the requirements, services will prioritize the requirements and DESC will support in priority order as available. The help desk will provide you the status of your request when desired.

MICHAEL D. BRODERICK, GS-15  
Director, Change Management

